



**CITY OF LONG BEACH
DEPARTMENT OF THE CITY CLERK
CITY CLERK SPECIALIST - UNCLASSIFIED**

Salary Range: City Clerk Specialist - \$44,660 to \$60,691 Annually

The Long Beach City Clerk Department is conducting a concurrent recruitment for the position of City Clerk Specialist and/or City Clerk Analyst. Currently there is one vacancy; appointment will be made to either City Clerk Specialist or City Clerk Analyst based on candidate qualifications.

THE POSITION

This is a high public visibility position dealing with content and time sensitive material, maintaining transparency in our operations, while adhering to government guidelines on the public records act.

Under the direction of the City Clerk Bureau Manager, provides technical and analytical support in the areas of legislative and election processes and applications, including primary support to the City Council by operation of the legislative information management system, the citywide records system, the elections information management system, and the City-wide financial systems in the City Clerk Department.

The Long Beach City Clerk Department provides staff support for the Long Beach City Council and various boards, commissions, and committees, as well as the conduct of municipal elections. We offer the option of a 9/80 work schedule. There are 19 full time employees with an annual operating budget of \$3.5 million.

EXAMPLES OF DUTIES

- Attends meetings and provides legislative staff support to the standing committees, City Council, commissions, boards, and advisory committees; maintains confidentiality for certain meetings.
- Interfaces with elected officials, City department representatives, community leaders and the general public by providing information and other assistance; follows appropriate protocol and procedures.
- Operates applications within the legislative information management system to index and process all City contracts and amendments filed with the City Clerk.
- Operates applications within the elections information management system and Geographic Information System to prepare election-cycle information.
- Other related duties as assigned.

QUALIFICATIONS

Ideal candidate will possess:

- Excellent written and verbal communication skills; analytical and problem-solving skills.
- Excellent proofreading skills; maintains a high accuracy rate and is detail-oriented; quality of work is neat and legible.
- Strong organizational skills and multi-tasking skills; ability to work efficiently as a team player as well as work independently.
- Excellent skills in the use of technology and computer applications, including specialized systems.
- Proficiency with administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology; possess good understanding of structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Proficiency with practices and principals relating to computer hardware, software, databases and office productivity software.
- Punctuality and attendance is imperative; availability to work overtime hours, including evenings and weekends as needed; ability to work under pressure.

MINIMUM REQUIREMENTS

Proof of a Bachelor's degree from an accredited college or university* with a degree in Public Administration or a related field and two years of experience in a public agency; or six years of increasingly responsible elections, legislative, and administrative support experience at the level of Administrative Assistant or equivalent; or any combination of training, education, and experience that would provide the required knowledge and abilities.

***Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, or transcripts, must be submitted along with the resume and application.**

SELECTION PROCEDURE

Resumes are required and will be reviewed for relevance, depth and breadth of experience and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. **Resumes will be accepted until position(s) are filled. Submit resume to:**

**ATTN: CITY CLERK SPECIALIST RECRUITMENT
LONG BEACH CITY CLERK
333 WEST OCEAN BLVD., PLAZA LEVEL
LONG BEACH, CA 90802**

AN EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please call Irma Heinrichs 48-hours prior to the interview at (562) 570-6228. This information is available in an alternative format by request to (562) 570-6228.

Employment Procedure

THE REQUIREMENTS stated on the front of this Bulletin represent only the minimum required to file an application. Applicants who meet the listed requirements are not guaranteed qualifications for examination or placement on an eligible list.

A MEDICAL EXAMINATION, including drug screening, will be conducted by the City Health Officer, following a conditional offer of employment. Medical condition must enable the applicant to perform the essential duties of the position.

ALL PERSONS SELECTED FOR EMPLOYMENT will be fingerprinted and background checked.

THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 requires all new employees to submit verification of identity and authorization to work in the United States at time of hire.

Employee Benefits (Permanent, Full-Time)

THE SALARY RANGE is composed of seven steps, each representing an increase of approximately five percent. Appointments are normally made at the minimum salary with automatic step increases at the end of the first six months and twelve months of employment. Further step increases are received each year, based upon acceptable job performance, until the top of the range is reached.

PROMOTIONS within the City are based on demonstrated work performance and competitive examinations.

NINE HOLIDAYS are observed each year, plus four days Personal Holiday leave of employee's choice.

VACATION with pay of 12 working days is granted to permanent employees. After five years' service additional vacation days are earned up to 20 working days after 20 years' service.

SICK LEAVE with pay is accumulated at the rate of one day per month.

RETIREMENT benefits are provided by the Public Employees Retirement System.

HEALTH AND DENTAL INSURANCE providing coverage for employees and dependents is paid by the City. Additional coverage options are available at group rates.

CREDIT UNION membership is available to all City employees and provides access to low interest loans and a payroll deduction savings plan.

DEFERRED COMPENSATION plans are available to all City employees at their option.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision above may be modified or revoked without notice.

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